

Member Guide to Being an Equity Liaison

** Liaison is the title now used for what was previously known as "Deputy".*

Congratulations on being elected Liaison* for your production. If you've done the job before, this document will be a useful refresher. If this is your first time being a Liaison, this document will tell you everything you need to know!

What is the role of an Equity Liaison?

An Equity Liaison is the connection point between the Artists working on a production and Equity. You're there to provide information and support for your fellow Artists – and to speak with Equity on their behalf. Our common goal is to ensure all the terms in the Agreement or Policy are followed, providing everyone with a safe and respectful workplace and making sure everyone's paid according to their contract.

Why might you reach out to your Equity Business Rep?

The sooner you communicate a concern to your Equity Business Rep, the sooner Equity can help resolve the issue. You're not expected to solve the issue yourself – let Equity know right away!

Collective Agreement or Engagement Policy

Contractual questions or concerns about the rules in the Agreement or Policy you're working under? You can always ask Equity!

Environmental / Physical Health and Safety

Working with flies, weapons, or even a slippery stage... any number of issues can endanger an Artist's physical safety. Health and safety are first and foremost the Engager's responsibility and concerns should be brought to their attention immediately. But you should always let Equity know about any issues too!

Respectful Workplace

Maintaining a respectful workplace is always the responsibility of the Engager. But as a Liaison, along with Stage Management, you can also be a helpful resource for information and support for your fellow Artists.

As the Liaison, you must also submit a [Liaison Report](#) at the completion of the production. You can find the Liaison Report form in the Forms section of your myEquity account. This report will let Equity know if there are any outstanding issues or payments owed to Artists in the production, as well as any feedback you may have collected for future negotiations of the Agreement. Take a look at the form before rehearsals begin so you know what information you'll need later.

What are you not expected to do?

As a Liaison, you are never expected to:

- Interpret the collective agreement or engagement policy.
- Enter into debate or mediation with the Engager on any matter.
- Supervise your fellow Artists.
- Personally resolve any issues or incidents of inappropriate behaviour.

Engagers and Liaisons...

Liaisons are an integral part of every Equity collective agreement and engagement policy (aside from a few small exceptions). Engagers understand the role of a Liaison and their responsibilities on a production. In the unlikely event that you feel an Engager has discriminated against you because of your position as a Liaison, please contact your Equity Business Rep immediately.

Online Resources

- [Report Inappropriate Behaviour](#)
- [Member Guide to Respectful Workplaces](#)
- [Agreements and Engagement Policies](#)
- [Health & Safety Checklist](#)
- [Not in OUR Space!](#)
- [First Day Talk template](#)
- [Contact Us](#)

Your Equity Liaison Checklist for Success

People to KNOW

My Equity Business Rep is _____.

My Engager contact for issues related to inappropriate behaviour or other concerns in the workplace is _____.

Artists in the company or venue certified in First Aid and/or Mental Health First Aid are:

_____.

Things to CHECK:

- ☐ Did the First Day Talk/Joint Respectful Workplace Statement happen?
- ☐ Are Not in OUR Space! materials posted/present in the workplace and identified for everyone?
- ☐ Are there any additional responsibilities specific to the production, such as signing off on the trip log for tours, confirming travel times to calculate overtime payments, etc.?
- ☐ Has everyone been paid in full, including any additional fees for overtime, HST/GST, transportation, per diem, etc.?

Things to DO:

- ☐ Keep notes on anything about the production you may need to reference later.
- ☐ Complete the Liaison Report.
- ☐ Reach out to your Equity Business Rep anytime during the production!

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Equity members and staff collaborated to create this guide. It's based on experiences we've all had. Let us know if you find it helpful – or if we've missed anything. We appreciate and welcome corrections and additions. As our industry keeps changing, we will keep updating. You can let us know your thoughts by emailing communications@caea.com. We want this guide to be for all of us – by all of us.